

2011 County Clerk Annual Report

Barbara A. Frank, County Clerk
Audrey McGraw, Chief Deputy
Roxanne Witte and Kathy Hart, Deputies
Deputized Finance Department Staff:
Cindy Diestelmann, Jayne Hintzmann, Donna Miller, Dave Ehlinger

2011 Accomplishments

ELECTIONS

February 15, 2011	Primary	5148 Ballots Cast 8.2% eligible*/10.1% registered
April 15, 2011	Court of Appeals Judge & 30; Municipal and School District	23,369 Ballots Cast 37.3 % eligible/46.0% registered
April, 2011	Fort Atkinson School Recount	
April 27- May 3, 2011	Court of Appeals Recount	+ 24 votes Prosser +22 votes Kloppenberg

*72% of the total population is estimated to be eligible to vote; Registered in SVRS (only 15% of county eligible not registered)

- Purged obsolete clerk & finance records from 1950 to present; organized remaining records in new storage system and scheduled them for destruction
- In-house programming of election software reduces county expense to election vendor and increases **revenue \$10,115** from municipal & school districts to county verses paying outside vendor
- Statewide Voter Registration System (SVRS) provider for 13 municipalities with updating voter registrations and recording of each actual voter for each election; Revenue of \$6320 for SVRS services fees as agreed upon in our memorandum of understanding (MOU); \$85 revenue from reports requested by the public- fees established by state
- Assist & review 49 county board supervisor candidates with the election filings;
- Web page enhancements by continuous posting of candidate filings, election results, and recount activity
- Facilitated Fort Atkinson School District Referenda Recount
- Coordinated and hosted 3 poll worker trainings; 1 chief inspector training; and 1 new clerk training.
- ADDED counter service for DNR of ATV, Boats and Snowmobile registration as a convenience to county residents.
- Accepted Debit and/or credit card payment from 94 customers beginning March 11, 2011(adds approximately 5 minutes processing time with no additional revenue)
- Issued passports
 - Agent Federal Certification required approx. 40 hours training/passport agent and annual recertification
 - 5 trained staff (Clerk, Chief Deputy, p/t Deputy & 2 Deputies/Finance)
 - Allow walk-ins during courthouse core hours 8:00 am- 4:00 pm

- Served on the Wisconsin County Clerk's Association (WCCA) Executive Board since 2009. Currently serving as President to WCCA.
- Served as a member to Local Government Property Insurance Advisory Commission to better insure the state program covers the County's risk

Revenue Summary

2007	2008	2009	2010	2011		2011 Revenue
					Mandated Services	
508	466	451	484	433	Marriage License	\$19,485.00
64	70	48	56	44	ML Waiver Fees	\$ 1,125.00
		10	1	2	Domestic Partners	\$ 130.00
		4	1	0	DP Waiver Fees	\$ 0.00
					Election Reimbursement	\$10,238.00
					Mandated Services Total	\$30,978.00
					Non-Mandated Services	
	157	139	124	100	Temporary Plates (DMV)	\$ 500.00
		163	1018	705	Passport Fees	\$17,625.00
		75	547	451	Passport Photos	\$ 4,336.00
					DNR Fees	\$ 198.00
					In-house programming	\$10,115.00
					ATV/Boat/Snowmobile	\$ 363.00
					Total non-mandated services	\$33,137.00

2012 Goals

- **Hold ELECTIONS, ELECTIONS, AND MORE ELECTIONS!!!!!!!!!!!!!!!!!!!!!!**
- Purchase of county-wide replacement of Jefferson County Optech Eagle voting equipment (purchased in 1996) with the intElect DS200 . Extensive staff, clerk and poll worker hardware training; staff software training for a smooth transition for the 2013 elections.
- Continue to utilize current deputies to sell DNR decals (boat, atv, snowmobile)
- Increase DMV services to include vehicle registration sticker and title issuance
- Complete record review in vault & basement vault for new storage retention areas.
- Involvement in Wisconsin Municipal Mutual Insurance Corporation (WMMIC) boards and committees
- Involvement with the WCCA to provide greater influence with the Government Accountability Board (GAB)
- Update and enter new voter registrants for SVRS to keep SVRS data current
- Website enhancements with County Directory uploads
- **Survive ELECTIONS, ELECTIONS, AND MORE ELECTIONS!!!!!!!!!!!!!!!!!!!!!!**

2011 Responsibilities and Services Provided

Statutory duties of the County Clerk's Office are listed in Wis. Stats. 59.23. The County Clerk performs a wide variety of tasks including:

- Act as Clerk of the County Board at all meetings
- Apportions State and County taxes together with special charges to the municipal town/village/city clerks by December 1st each year
- Prepare, layout, print and distribute consolidated ballots for 27 municipalities, 13 schools, county, state, federal elections and the canvass/return of votes in all county, state and federal elections
- Provide voting equipment and handicapped accessible voting machines to 38 polling places in Jefferson County
- Program & test software for 38 county-wide 38 standard voting machines and 29 handicapped accessible voting machines
- Publish all required election notices in newspapers
- Update web page with candidate filings and election results
- Provide services to 13 towns/villages/cities under the Statewide Voter Registration System (SVRS) maintaining voter registrations & printing poll books for each election; Statistical election data entry for each relier
- Maintaining web page for elections, county clerk, county directory, committee members, and 27 municipalities
- Filing County Officers' official oaths & code of ethics reports
- Issue marriage licenses
- Issue Domestic Partnership and terminations
- Sells Department of Natural Resource (DNR)licenses
- Distributes dog licenses and supplies to municipalities; handle animal claims; distribute funds to municipalities
- Issue and mail passports and take passport photos
- Compile, print, and distribute the official County directory and monthly updates on webpage
- Issue temporary auto/truck license places
- Signs deeds transferring County property
- Files bills presented for consideration in State Assembly and Senate and refers them to Administration & Rules Committee and county departments
- Reviews, coordinates, and administers both contracts and claims for workers compensation, dental, liability and property insurance coverage for the County